



# Lichfield City Council

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**Town Clerk: Peter Young**

PY/CF

6 September 2010

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Monday, 13 September 2010** at **6.30 pm** at which the following business will be transacted.

Yours sincerely

Peter Young  
Town Clerk

## **THE MEETING TO OPEN WITH PRAYERS**

### **Apologies for absence**

## **AGENDA**

**1 MAYOR'S ANNOUNCEMENTS**

**2 DECLARATIONS OF INTEREST**

**3 COUNCIL MINUTES**

To confirm as a correct record the Minutes of the Meeting of Council held on 26 July 2010 (copy attached).

**4 MATTERS ARISING ON COUNCIL MINUTES**

**5 PLANNING APPLICATIONS COMMITTEE**

The Chairman of the Planning Applications Committee to move that the Minutes of the Planning Applications Committee Meetings held on 17 June, 6 July and 29 July 2010 be received (copies previously circulated).

**6 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY**

**THE MEETING TO ADJOURN FOR PUBLIC FORUM**

**7 REPORT OF THE MARKETS OFFICER**

To receive the report of the Markets Officer, **Appendix 1** attached.

**8 REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Mrs J Eagland has resigned as a Trustee of the Boley Park Community Hall, and also as a representative on the Management Committee.

**To appoint:**

- a) A Boley Park Community Hall Trustee (until the appointee retires or is replaced)**
- b) A representative to serve on the Boley Park Community Hall Management Committee (initial appointment to June 2011)**

**9 STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION AGM**

The Association's Annual General Meeting will take place in the County Buildings, Stafford, on Saturday 13 November 2010 from 10.00 a.m. to 3.30 p.m. A copy of the AGM agenda is attached as **Appendix 2**.

This Council may appoint up to **three** voting delegates to attend the AGM, plus any number of non-voting representatives. The Council may make nominations for the President, Vice President, and Auditor of the Association. The Council may also nominate a member to serve on the Executive Committee of the Association and has previously agreed (June Council) to nominate Cllr R J Awty. The cost of the conference (including lunch) is £10 per person.

**To appoint delegates to attend the SPCA Annual General Meeting and Conference; the Council paying the luncheon cost of these delegates, plus mileage costs when delegates use their own car and share where practical with other delegates appointed by the Council to attend.**

**10 LOCAL REFERENDUMS TO VETO EXCESSIVE COUNCIL TAX INCREASES**

The Department for Communities and Local Government has issued a Consultation Paper (**enclosed**) on proposals to replace the existing capping legislation with a system whereby council tax increases that are deemed to be "excessive" would be subject to local referendums. The Government intends to introduce this as part of the Localism Bill in the autumn.

The criteria to define "excessive" would be set annually by the Secretary of State, and any authority proposing an excessive increase would be required to produce an alternative budget below the excessive limit. There would then be a local referendum as to whether the excessive increase or the alternative 'non-excessive' increase was supported by the electorate of the authority's area. The costs of the referendum and any rebilling arising would be charged to the authority.

The Consultation Paper states that this change accords with the Coalition Government's aim:

*"to rebalance the role of the central state and local communities. This will see the Government playing a much smaller role, with powers and responsibilities being devolved to the most appropriate level, wherever possible empowering local people so that they have a direct say in important decisions that affect their lives. In relation to council tax, this means abolishing capping and giving local people a stronger role in determining annual increases."*

Currently only principal councils and fire/police authorities are covered by capping legislation, but significantly the proposal is that for the first time ever town and parish councils in England should be included within the scope of the new legislation. This would add some 7,500 town/parish councils to the 423 bodies presently covered by 'capping' legislation.

The usual consultation period is 12 weeks, but it is stated that because this is a "technical consultation seeking views from experts on the practicalities of implementing our proposals" the consultation period is 6 weeks. The consultation period began on 30 July and runs to 10 September. Unfortunately this means that the consultation began after the date of the last Council meeting on 26 July, and will be concluded before this Council next meets on 13 September. A response has therefore been produced in consultation with the Leader, Deputy Leader, Mayor and Deputy Mayor, and has been submitted to the DCLG. A copy of this response is attached as **Appendix 3**.

**RECOMMENDED:** *That the Council endorses the contents of the consultation response as submitted.*

## **11 YOUTH CONSULTATIVE GROUP – PROJECTS FOR YOUTH GRANTS**

The Council's YCG operates a "Projects for Youth" (P4Y) grants scheme whereby grants can be awarded to projects aimed at improving leisure facilities for young people in Lichfield. Any grants paid from the scheme are met from the YCG's general budget (currently £5,000). At present the YCG considers the grant application request, and if it wishes to award a grant, the application is then submitted to full council for formal approval. This is because the making of grants from council funds is a matter which cannot legally be delegated to a group consisting primarily of non-council members. This system has operated since the mid 1990's and to date no grant application recommended from the YCG has ever been refused by Council.

Most of the grants requests are small (under £400) and often there are various queries arising which need to be dealt with before a grant application is 'ready' to go to full council. Because of the time-frame of YCG meetings and Council meetings, this can sometimes add significant delay into the system, which is not conducive to the young YCG members' desire to 'act now'. It is also not responsive to a two-way dialogue between the Council and YCG on any queries related to a grant application. There would be clear benefits in a system that could operate more quickly and be more responsive to the YCG, yet still complied with legal requirements.

The Council may delegate any matter (except raising a precept) to an officer, a committee, or a sub-committee. It is suggested therefore that, instead of all P4Y applications going to full council, a P4Y grant application committee be established comprising of the Council Leader, Deputy Leader, and Minority Group Leader with delegated authority to approve/refuse P4Y grants applications, subject to no single grant exceeding £400 and the total of grants within any one year not exceeding half of the YCG's overall budget set by Council. The P4Y grant applications would still go to the YCG for initial consideration and recommendation, and any application recommended for approval which was beyond the delegated powers of the new P4Y grant application committee would go to full council as at present. A similar process of approving small grants to organisations making or receiving town twinning visits has been operated by the Council since 2002.

**RECOMMENDED:** *That the Council establish a P4Y grant application committee comprising of the Council Leader, Deputy Leader, and Minority Group Leader with delegated authority to approve/refuse P4Y grants applications, subject to no single grant exceeding £400 and the total of grants within any one year not exceeding half of the YCG's overall budget set by Council.*

## **12 EXTERNAL AUDIT REPORT**

To receive the External Audit Report (Section 3 of **Appendix 4** attached) for the year ending 31 March 2010. The external auditor has issued an unqualified report, and made only one comment to draw to the attention of Council – namely that the Balance of £6,156 held in the Dr Johnson Birthplace Trust Account had been wrongly included within the Council's overall balances as shown in Box 8 of Section 1.

**RECOMMENDED:** *That the External Audit Report for the year ending 31 March 2010 be noted, and the completion of audit be duly advertised.*

**13 FINANCIAL PROGRESS REPORT - 1 APRIL to 31 JULY 2010**

To receive the Financial Progress Report for the period 1 April 2009 to 31 July 2010, **Appendix 5**, attached. The Report covers the first four months (33%) of the year. There are no items which presently give cause for concern that expenditure will significantly exceed the budget provision for the year.

Income/expenditure does not necessarily occur evenly throughout the year, and in certain instances, such as grants or 'one off' events, the full annual amount has already been paid, which accounts for the higher than *pro rata* budget allocation for these items.

**RECOMMENDED: That the Financial Progress Report be noted.**

**14 PAYMENT OF ACCOUNTS**

To confirm payment of accounts as listed in the attached schedules **Appendix 6** for the periods:

- a) 1 July 2010 to 31 July 2010 in the sum of £77,947.67 General Account, and £1,288.70 Imprest Account
- b) 1 August 2010 to 31 August 2010 in the sum of £59,552.06 General Account, and £620.46 Imprest Account

**15 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED: That in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.**

**16 ACQUISITION OF ADDITIONAL LAND FOR ALLOTMENTS**

To consider the confidential report and recommendations, **Appendix 7** attached.

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**PUBLIC PARTICIPATION SESSION AT CITY COUNCIL MEETINGS**

**Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.**

1. The public participation session will usually be held after the fifth item on the agenda – this will usually be about 15 minutes into the meeting
2. The public participation session will last up to 15 minutes at which residents of the City can ask the Council a question (or make a statement)
3. You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at 53 Wade Street so that your question/statement can be duly receipted.
4. Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council
5. Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council
6. At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 3 minutes, and you can raise more than one issue within the overall limit of 3 minutes allowed to you, but you must have given advance notice of each statement/question to be asked
7. After each speaker, the Leader of Council (or his/her representative) will answer the question, or give notice that he/she will provide a written answer as soon as possible

If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, 53 Wade Street.

## Lichfield City Council

### Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday, 26 July 2010 at 6.30 pm

**PRESENT:** Councillor C J Spruce (Mayor), and Councillors Mrs J A Allsopp, R J Awty, B F Bacon, Mrs N Bacon, B D Diggle, D P A Dundas, Mrs J M Eagland, Mrs D English, T V Finn, C Greatorex, I A Jackson, Mrs E C Roe, D Smedley, T J Thomas, A D Thompson, J Walker, M A Warfield, B S White and J N Wilks.

**APOLOGIES:** Councillors Mrs M P Bland, G Boyle, Mrs M G Boyle, M J Fryers, P L Hitchman and J A Smith.

#### 26 MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent civic and other engagements he had attended, including the primary schools music show at the Cathedral; the Lichfield Scout Groups AGM; the District Council's Civic Service; a Reception hosted by the High Sheriff of Staffordshire; the traditional Swinfen Broun Bowls Match which, in line with tradition, was again lost; and the opening of the Lichfield Festival Market.

#### 27 DECLARATIONS OF INTEREST

Councillors B F Bacon, Mrs N Bacon, B D Diggle, Mrs J M Eagland, Mrs D English, T V Finn, C Greatorex, I A Jackson, D Smedley, J Walker and J N Wilks declared a prejudicial interest in Minute 34 since they were Members of Lichfield District Council which owned the land in question and left the meeting for this item.

Councillors Mrs J A Allsopp, B D Diggle, J M Eagland, M A Warfield and J N Wilks declared a prejudicial interest in Minute 35 (Boley Park Community Hall – Heating System) since they were members of the Management Committee and/or Trustees of the Hall, and left the meeting during the discussion and voting on this item.

#### 28 COUNCIL MINUTES

**RESOLVED:** *That the Minutes of the Meeting of the City Council held on 28 June 2010 (14 - 25) be confirmed and signed as a correct record, subject to the addition of the name of the soldier killed at the City Station in 1990, Private William Robert Davies.*

#### 29 PLANNING APPLICATIONS COMMITTEE

**RESOLVED:** *That the Minutes of the Planning Applications Committee meeting held on 17 June 2010 be received.*

#### 30 REPORT OF THE OPEN SPACES OFFICER

Consideration was given to the report of the Open Spaces Officer.

**RESOLVED:** *That the Open Spaces Officer be thanked for her report and the report be received.*

#### 31 BOLEY HALL PLAYGROUP

The Council considered the agenda report concerning the outdoor play equipment at the Hall and detailing terms for a licence granting the Playgroup formal permission to use the land in question for the purposes of outdoor play provision.

**RESOLVED:** *That a Licence be granted to the Boley Park Playgroup for use of the play area land to the rear of the Boley Park Community Hall on the terms as outlined in the report.*

**32 PAYMENT OF ACCOUNTS**

**RESOLVED:** *That payment of accounts be approved and confirmed as listed for the period 1 June 2010 to 30 June 2010 in the sum of £324,407.43 General Account, and £1,356.51 Imprest Account.*

**33 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** *That in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the meeting.*

**34 ACQUISITION OF ADDITIONAL LAND FOR ALLOTMENTS**

When those members who had declared a prejudicial interest in this matter had left the meeting room, the meeting became inquorate at this point and no decision on the recommendations contained in the agenda report could therefore be made.

**35 BOLEY PARK COMMUNITY HALL – HEATING SYSTEM**

The Council considered the agenda report detailing the outcome of a survey of the heating and hot water systems carried out since the last meeting.

**RESOLVED:**

- 1. *That in line with the terms of the lease of the Hall, no financial assistance be granted towards works to the heating system, but that professional assistance and advice be given to the Boley Hall administrators to ensure that where possible efficient and financially viable works be carried out to the heating system.***
- 2. *That the City Council arrange for the required ventilation to the gas meter cupboard as a matter of urgency.***

**THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 6.55PM**

**MAYOR**

**REPORT BY LICHFIELD CITY COUNCIL MARKETS OFFICER**

**1. Advertising**

Members of LDTA have been handing out Market leaflets at various 2010 Swap Shops and Tourism shows.

A new advertising slogan promoting the various Lichfield Markets is now printed on all outgoing City Council mail.

Stall skirts, to go around the base of stalls and printed with the Markets logo, are to be finalised.

**2. Repairs and Maintenance**

Due to the severe weather at the beginning of 2010 a snow scoop, snow blade and small grit bin were purchased for use on the Market Square

One of the stall trailers, purchased by the City Council five years ago, requires a new set of tyres, to be sourced and fitted by the stall contractor.

Ten new wooden stall boards are to be ordered to replace old damaged boards. Varnishing the new boards has proved successful as it has increased their durability and this process will be adopted for all boards purchased in the future.

The severe weather conditions at the beginning of 2010 caused damage to a considerable number of paving blocks on the Market Square and these were replaced in April. However, upon inspection, it was apparent that this is an ongoing problem with several more blocks splitting and breaking. The Markets Officer is liaising with the District Council, the Architects, Staffordshire County Council, the repaving contractor and the supplier with regard to a future solution to the problem.

There have been problems with the RCD tests of the electrical pop-ups and these are being referred back to the repaving contractor, supplier and manufacturer for clarification via Lichfield District Council.

The illuminated switch for the electricity supply to the Market Square, sited in the Market Square kitchen, had to be replaced.

A small number of ridge tiles on the Market Square toilet block became dislodged and, although it was outside of the warrantee period, the repair was undertaken by the contractor responsible for the toilet block refurbishment.

**3. Market Square Events**

To support a 'Living History' event taking place in St Mary's Church on Sunday 28 February, the Sealed Knot Society performed drill displays for the public on the Market Square.

Activities took place on the Market Square on Friday 23 April to celebrate St George's Day. A small number of market stalls were relocated to Market Street to enable various local groups and individuals, who gave their time freely, to perform for the public. The end result was a most enjoyable and successful event attracting considerable numbers into the City and aided by the lovely warm, dry weather. This event will be repeated in 2011, with promises of even greater support, as St George's Day falls on a Saturday.



The Town Clerk enjoying the Celebrations



Mambo the Dragon entertaining the children



Lichfield Folk Dance Club



The Green Man's Morris Men



Netherstowe Big Band



The 'performing' Town Crier



Saxophonist James Renford

There was a partial relocated market on Saturday 19 June to enable dance groups from the Lichfield Folk Festival to perform various country dances on the Market Square. Once again the lovely weather helped to make the day a success.

A day of cycle racing was held in Lichfield on Sunday 29 August 2010 by Cycling Development West Midlands and Born to Bike, using the Market Square and St Mary's Church for the race HQ. Young people up to the age of 16, and disabled riders of all ages, could enter the races which took place on a closed circuit around the city centre.

Discussions have been taking place for a 'Christmas in Lichfield' weekend on 11 and 12 December to coincide with the Chamber of Trade's Christmas market. It is proposed that half of the Market Square will be made available on the Saturday, by relocating stalls to Market Street, so that activities and performances can take place. However, arrangements are yet to be agreed and finalised.

#### 4. Miscellaneous

Over the Christmas period there will be an extra Farmers' Market on Thursday 16th December, and General Markets on Thursday 23rd, Friday 24th and Tuesday 28th December. The General Markets on Saturday 25<sup>th</sup> December, Friday 31st December and Saturday 1st January will be cancelled.

There has been a considerable increase in Market Square bookings in 2010 on non market days which has resulted in an increase of revenue for this facility.

Due to the adverse weather conditions in 2010, the option of traders paying half rent during January and February, replacing trader's annual holidays, was offered at a number of other local markets in the Staffordshire and West Midlands area. This may be something to be considered in Lichfield in future years when severe weather conditions are forecast.

The Town Clerk and Markets Officer attended a free NALC & NABMA one day Markets Seminar in Shrewsbury on 4 June. The Seminar proved very interesting and a visit to the Shrewsbury indoor market was included in the programme.



NABMA Seminar at Shrewsbury Town Council offices



Seminar included a tour of Shrewsbury's indoor Market

A trader has been licensed by the Council to sell ice-cream on Market Square on non market days between April and September which is invoiced on a monthly basis. He has also requested a licence to sell hot doughnuts, cookies and drinks during the winter months.

#### 5. Summary

Although the present financial crisis continues to affect both market traders and customers the occupancy of the Tuesday and Saturday markets remains at 100%. The Friday market however reduced to a 20% under-occupancy of stalls during the first few months of 2010. Due to the declining number of new traders available with non duplicating lines, a decision was made at the end of June to give those permanent traders already paying for two stalls, the opportunity to have a third stall for half rent. This was set up for an initial trial period of three months, and will then be reviewed. This appears to have been successful and, along with a small number of new traders, has resulted in almost full occupancy over the last few weeks.

Trade at the monthly Farmers' Market has also shown signs of a slight decline although it remains an appealing market for both producers and public alike and one of the most successful in the area.

Rachel Clive  
Markets Officer  
September 2010

## **APPENDIX 2: For Council: 13 September 2010**

### **STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION 71<sup>st</sup> ANNUAL GENERAL MEETING AND CONFERENCE**

Saturday 13 November 2010 in the Council Chamber, County Buildings, Martin Street, Stafford

#### **PROGRAMME**

- 10.00 am** Assembly and Registration. (Tea and coffee will be available.)
- 10.30 am** Opening remarks from the Chairman of Staffordshire County Council
- Commencement of AGM and conference with apologies for absence (Staffordshire Parish Councils' Association President)
- 10.40 am** Jeremy Lefroy MP for Stafford
- 11.05 am** Gavin Williamson MP for South Staffordshire
- 11.30 am** Cllr Ben Adams – Cabinet Leader for Communities and Culture
- 11.55 am** Chairman's Annual Report
- 12.10 pm** Chief Executives Annual Report
- Lunch will be served in the Oak Room from 12.30 to 1.15 pm approx.**
- 1.15 pm** Responsible Financial Officer's Report
- 1.25 pm** Questions on the Annual Report and Accounts
- 1.35 pm** Adoption of the Annual Report and Accounts
- 1.40 pm** To receive a report of the action on resolutions passed at last year's AGM
- 1.50 pm** Adoption of draft constitution (to cover procedure for the rest of the meeting)
- 2.00 pm** Election of Executive Committee for 2010/11  
To accept nominations received where the number of nominations received either matches or is less than the vacancies  
To agree proposals for postal ballots where vacancies remain
- 2.30 pm** Election of Executive Officers for the year 2010/11 (all for 2 year terms)  
President.  
Vice-Presidents  
Honorary Auditor  
NALC Council Rep and Deputy
- 3.00 pm** Consideration of Resolutions Received and Accepted
- 3.30 pm** Conclusion and Thanks

**Draft**

**Programme may be subject to change**

**An updated Agenda together with details of parking will be issued closer to the date**

## Local Referendums to Veto Excessive Council Tax Increases – Consultation Response

Lichfield City Council is a parish authority. The population of its area is just over 30,000 and there are 25,091 electors. The City Council's element of the Band D Council Tax is £51.61 and this is the fourth consecutive year it has been held at that level. However, during the past four years the Council's gross expenditure has varied between £858,000 and £1,630,000 (and its gross income between £1,640,000 and £919,000) because of expenditure on capital projects, and receipts from external grants and the sale of assets.

### General Issues

The principle of curbing excessive council tax increases is acceptable, but the cost and administrative complexity of the proposed new system of local referendums is unlikely to justify the benefits to be gained from increased 'local accountability'. The existing 'capping' regime is relatively easy to understand and simple to administer, but the proposed new system would be far more costly and cumbersome – and as such entirely contrary to the Government's commitment to remove 'red tape' and curb unnecessary bureaucracy. There is no compelling reason to change the existing capping legislation.

#### 1. Extent of current 'excessive' Council tax increases

The problem of excessive council tax increases is not widespread, and has also been diminishing in recent years.

The average Band D council tax set by local authorities in England for 2010-11 was £1,439 - a 1.8% increase on the previous year. This was the lowest increase since the introduction of council tax in 1993, and the fourth year running that the percentage increase had fallen. No council has actually been 'capped' since 2006.

In 2009 out of all 423 principal councils and police/fire authorities only 2 'caps' were applied; both of which were on police authorities. In total only 36 bodies have been capped in the past 7 years and the "Impact Assessment" which accompanies the Consultation Paper assumes that the new referendums are similarly likely to apply to only about 6 bodies a year.

It seems very difficult therefore to justify the process and expense of using primary legislation to introduce a completely new system of capping, when the issue relates to so few authorities and a capping regime to deal with this is already in existence.

#### 2. Would local decision-making apply in practice?

The main benefit of the new policy is stated as being that "local electors would be able to trade off council tax levels with provision of local services, and choose the level of tax and services that best matches their preferences." Yet in practice the extent to which this would apply will be very limited.

The Government would still determine the criteria and the level at which a council tax increase was deemed to be 'excessive', and only those authorities deemed to be proposing 'excessive' tax increases would be required to hold a local referendum. So the Government would have predetermined that a tax increase was excessive before it was put to a local referendum. The electors' choice at the referendum would then be either to vote in favour of the 'excessive' council tax increase, or to vote for a single alternative of a 'non-excessive' tax level which the Council had been required to set in an alternative budget. There seems little likelihood that any electorate would ever vote in favour of an 'excessive' increase, and so by default the electors would get the 'non-excessive' budget. But the cost of holding the referendum (about £1.50 per elector) would be met by the local council tax payers - irrespective of the outcome. In practice the electorate may well vent its anger at the Government for imposing the extra costs of such a predetermined 'Hobson's Choice' referendum, when it could instead have simply used existing powers and capped the council tax increase.

### 3. Application to Town and Parish Councils.

One major change with the new system is that, unlike the present capping system, it will apply to town and parish councils. This will add some 7,750 local councils to the 420 existing bodies already subject to capping legislation. Paragraph 8 of the Consultation Document explains that this arises because of "growing awareness... of the very high precept increases set by some town and parish councils..." and because "increases in council tax revenue from town and parish councils have outstripped those for England in each of the last five years". It concludes that "it is right that local precepting authorities should have the resources they need to support neighbourhoods and local communities. However it is also right that council taxpayers are protected from excessive increases."

However, the third sentence of this paragraph, which states that, "the average town and parish precept set in some billing authorities (around £100) is larger than that of the smallest shire district of Breckland (£68)" is particularly misleading and does not accurately reflect the low level of parish council expenditure in relation to overall local government expenditure.

Data on individual parish council tax levels is not collected by Government, but data is collected for each principal council area both 'including' and 'excluding' the parish precept element, and so the difference between these figures is in effect the average parish council charge for that area. This shows that for 2010/11 the average (Band D) addition for parishes in shire districts was £30.10 and for shire unitaries it was £26.29. Indeed, a search of the 290 shire districts and shire unitaries reveals only one case where the additional parish cost exceeded £90 [Bolsover £99.21], and only two more where it exceeded £80 [Central Bedfordshire £89.32 and North East Derbyshire £86.28]. So where the "around £100" figure for parish council tax quoted above comes from is not clear.

But the main issue of misinformation is that it compares principal councils and parish councils Band D on a 'like-for-like' basis. For principal councils only about 30% of their net funding comes from council tax, and the remaining 70% is from Business Rate Income and Government-funded Revenue Support Grant. But town/parish councils do not receive either Business Rate Income or Revenue Support Grant, and so need to fund their net expenditure from council tax alone. Without such Government funding the average Band D Council tax in England would be nearer to £4,600 than the £1,439 it presently is, and it is against that figure that the average £30 parish element should be compared.

It should also be noted that where the quoted sentence from the Consultation Paper refers to "precept" it means 'Band D council tax' (which is quite different); where it says that Breckland is the "smallest" shire district it does not mean its population or geographic area, but the fact that it has the 'lowest' council tax; and where it states that the Breckland Council tax is "£68" it is actually £64.05. These are somewhat pedantic points, but to have three such errors in one short sentence suggests that the 'justification' for including parishes has been drawn up very quickly and carelessly.

### 4. Consequences of including town and parish councils

The vast majority of the 7,500 town/parish councils in England are very small. Only about 750 have income/expenditure over £200,000 per annum and of those only about 50 have income/expenditure over £1 million. For smaller councils even an "excessive" increase in council tax is unlikely to be so large as to outweigh the cost of holding a referendum, and it is noted that the Consultation Paper therefore proposes that *de minimis* limits are set. But the proposed *de minimis* levels are not set out in the Consultation Paper so no meaningful consultation response can be given on this.

If, as seems likely, the *de minimis* limits mean that the new capping policy only applied in practice to the largest town/parish councils then a council tax increase of, say, £100 to £110 might give rise to a referendum in a larger parish, but not in a smaller one. That would not be equitable.

Because even the largest town/parish councils have a much smaller financial base than even the smallest principal council, (and have to fund their net expenditure from council tax alone) they are also

far more prone to fluctuations in their required expenditure from one year to another. A single item of large expenditure, such as major repairs to a village hall, could require a large percentage increase in the council tax level for one year.

One method to exclude such 'one-off' variations in town/parish council expenditure would be to apply a longer time-frame, such as three years, over which the "excessive" tax increase was calculated. A three-year period already operates for setting the audit band for town/parish councils which stops them 'hopping' from one audit band to another because of annual variations. In the absence of such a measure it is likely that town/parish councils would need to cushion the effect of 'one-off' fluctuations by building up the level of their balances – but the result of this would be higher general increase overall, which would be contrary to the Government's aim of reducing council tax increases.

It should also be pointed out that, unlike principal councils, all town/parish councils are required by law to hold a meeting of their electors between 1st March and 1st June each year. This already provides an opportunity for all electors to express their views and vote on issues affecting the town/parish. So if a town/parish council was setting an "excessive" precept this provides the electors with the ideal statutory opportunity, at just the right point in the year, to make their views forcibly and directly known to the town/parish councillors.

Finally, in relation to 'one-off' costs, the potential impact of the proposed national 'Constitutional Reform' referendum needs to be considered. Town/parish council elections usually coincide with their principal council election and the costs are then divided accordingly. But in 2011 the planned national referendum is likely to take place on the normal council election day in May, which could involve the town/parish council elections being deferred and held separately in June. In such circumstances the full cost of the parish election would be payable by the parish alone – and in Lichfield City Council's case this would be about £56,000 which in itself would represent some 9% of the current total precept for the year. It would be somewhat perverse if local referendums were brought in for town/parish councils making excessive council tax increases, at the very same moment that they were saddled with the full additional cost of their own elections because the national referendum had 'pinched' their normal election day.

## **5. Consultation Period**

The Consultation Paper states that the consultation runs for 6 weeks as opposed to the usual 12 weeks under the Code of Practice on Consultation. It states that this shortened 6 week consultation period is acceptable because of the 'technical nature' of the Consultation. It is very difficult to see how the proposed inclusion of 7,500 previously uncapped town/parish councils into a new referendum system can be classed as a 'technical' matter. Furthermore, the selected six-week consultation period of 30 July to 10 September is the one most likely to elicit the fewest responses from town/parish councils because of the summer holiday period.

It is accepted that the legislative programme for the autumn Localism Bill requires an extremely tight timescale, but there is no reason why the legislation should not be passed as 'enabling' legislation in respect of town/parish councils, giving the Secretary of State the power to add in town/parishes councils by Statutory Instrument at a later date. This would allow time for further consultation with all town/parish councils on the significant policy issue of their inclusion within the new referendum system and also allow for the effectiveness of the system to be demonstrated at principal council level before town/parish councils were added if this was deemed necessary.

## **6. Consultation Questions**

In response to the following specific consultation questions:

**Question 1** Town/parish councils should not be included, and there seems to be no over-riding reason to change the existing capping system. Town/parish councils represent only a small amount of local government expenditure nationally and it is very doubtful that the costs of holding a referendum in town/parish areas would justify any savings gained on their "excessive" council tax increases. The Impact Assessment which accompanies the Consultation Paper assumes that in total only about six authorities a year would be subject to referendums, so this would not justify adding some 7,500 town/parish councils to the 420 principal councils and police/fire authorities already covered by capping legislation.

Unlike principal councils, town/parish councils are required by law to hold an annual electors' meeting each spring, which already provides the local electorate with the democratic opportunity to vote on local matters and to voice their concerns directly to the councillors representing them.

Town/parish councils have a much smaller financial base than principal councils, and as they receive neither Revenue Support Grant nor Business Rate income they have to fund all their net expenditure from council tax alone and are thus far more prone to fluctuations in required expenditure from one year to another. If town/parish councils are to be included in the new referendum system then their "excessive" council tax increases should be assessed over a three-year period to avoid 'one-off' fluctuations, as presently operates for setting their audit band.

In the absence of any information in the Consultation Paper as to the *de minimis* limits that would apply it is not possible to assess whether the "double lock" would be practical. The implication is that only the largest town/parish councils would be included, but there would then be inequalities in smaller parishes having a free rein to set whatever council tax level they wished - for the residents of the area concerned the impact of the Council tax is the same, whether or not it is a smaller or larger town/parish area.

**Question 5** There does not seem to be any practical method of enfranchising for referendum purposes those council tax payers who are not local electors.

But there is likely to be a far higher number of instances where the reverse applies and electors are not council tax payers (i.e. young people, or elderly in Care homes). There is an issue therefore of "no representation without taxation" and whether it is fair for those not paying council tax to decide the level of council tax that will be charged to others.

**Question 7** The most cost-effective method would be to refund by credit against the following year's council tax.

**Question 8** Given current interest rates the sums involved will be minimal, but could be included in the calculation of the 'refund' element.

\* \* \*

Section 1 – Accounting statements for

LICHFIELD CITY COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2009 £	31 March 2010 £	
1 Balances brought forward	1,160,016	1,174,472	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	619,000	626,900	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	311,572	892,049	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	348,815	359,358	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	567,301	1,270,421	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,174,472	1,063,642	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,207,106	1,057,349	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	2,072,329	2,183,951	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

*S.S. Seal*

Date 08/06/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

19(3)  
Date 28/06/2010

Signed by Chair of the meeting at which these accounting statements were approved.

*[Signature]*  
Date 28/06/2010

# Section 3 – External auditor’s certificate and opinion

## Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2010 of

LICHFIELD CITY COUNCIL

## Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

## External auditor’s report

~~(Except for the matters reported below)\*~~ on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Trust Funds with a value of £6156 have been included in Box 8 of Section 1.

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name

DINA PESCINOVIC

Date

2/8/10

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

**FINANCIAL PROGRESS REPORT**

	2010/11 Budget			Actual to 31 July 2010			% of Budgeted Net Expenditure
	Expend.	Income	Net Expend.	Expend.	Income	Net Expend.	
<b>BUDGET SUMMARY</b>							
Parks and Footpaths	188,247	4,821	183,426	48,534	1,720	46,814	26%
Guildhall	138,322	67,021	71,301	51,162	24,408	26,753	38%
Community Centres	25,991	2	25,990	9,768	2	9,766	38%
Market and Market Square	104,824	137,772	(32,948)	33,390	49,985	(16,595)	50%
Civic	79,132	4,047	75,085	25,908	2,594	23,314	31%
Grant Aid, Partnerships, NLI, YCG	102,799	8	102,792	48,184	164	48,020	47%
Arts / Tourism / Twinning	60,116	658	59,458	11,751	10	11,741	20%
Johnson Birthplace Museum	83,765	11,512	72,253	29,339	4,183	25,156	35%
Committee Services & Planning	91,267	35	91,233	31,992	43	31,949	35%
Investments		2,000	(2,000)		1,688	(1,688)	84%
Loan Charges	0		0	0		0	-
Agency	8,801	21,002	(12,201)	1,308	2	1,306	-11%
<b>SUB TOTAL</b>	<b>883,264</b>	<b>248,877</b>	<b>634,388</b>	<b>291,335</b>	<b>84,800</b>	<b>206,535</b>	<b>33%</b>
Capital / Repairs & Renewals	461,166	110,014	351,152	230,634	158,703	71,932	20%
Precept		628,700	(628,700)		314,350	(314,350)	50%
<b>TOTAL (To / From balances)</b>	<b>1,344,430</b>	<b>987,590</b>	<b>356,840</b>	<b>521,969</b>	<b>557,853</b>	<b>(35,884)</b>	<b>-10%</b>

**DEPARTMENTAL ANALYSIS****1 PARKS & FOOTPATHS**

Employee costs	24,615		24,615	7,999		7,999	32%
Central administration	25,832	21	25,811	9,637	26	9,611	37%
Contract maintenance	79,800		79,800	27,553		27,553	35%
Other works/maintenance	30,800		30,800	3,134		3,134	10%
Seats / shelters / bins repairs	2,500		2,500	0		0	0%
Footpath repairs	15,000		15,000	0		0	0%
Footway lighting repairs / energy	9,350		9,350	211		211	2%
Bottle bank	350	350	0	0	0	0	-
Allotment Rents	0	950	(950)	0	0	0	0%
Burial Fees contribution	0	3,000	(3,000)	0	524	(524)	17%
Miscellaneous income	0	500	(500)	0	1,170	(1,170)	234%
	<b>188,247</b>	<b>4,821</b>	<b>183,426</b>	<b>48,534</b>	<b>1,720</b>	<b>46,814</b>	<b>26%</b>

**2 GUILDHALL**

Employee costs	68,090		68,090	22,126		22,126	32%
Central administration	25,832	21	25,811	9,637	26	9,611	37%
Repair & Maintenance	9,900		9,900	4,978		4,978	50%
Service charge	16,500		16,500	6,190		6,190	38%
Rates	5,200		5,200	2,235		2,235	43%
Supplies	12,800		12,800	5,995		5,995	47%
Lettings	0	67,000	(67,000)	0	24,382	(24,382)	36%
	<b>138,322</b>	<b>67,021</b>	<b>71,301</b>	<b>51,162</b>	<b>24,408</b>	<b>26,753</b>	<b>38%</b>

	2010/11 Budget			Actual to 31 July 2010			% of Budgeted Net Expenditure
	Expend.	Income	Net Expend.	Expend.	Income	Net Expend.	
<b>3 COMMUNITY CENTRES</b>							
Employee costs	2,546		2,546	827		827	32%
Central administration	1,845	2	1,844	688	2	686	37%
Boley Park Hall	7,000		7,000	698		698	10%
Curborough Community Centre	4,300		4,300	803		803	19%
Cruck House	300		300	51		51	17%
Darwin Hall	10,000		10,000	6,700		6,700	67%
	<b>25,991</b>	<b>2</b>	<b>25,990</b>	<b>9,768</b>	<b>2</b>	<b>9,766</b>	<b>38%</b>
<b>4 MARKETS</b>							
Employee costs	33,863		33,863	11,004		11,004	32%
Central administration	14,761	12	14,749	5,507	15	5,492	37%
Repair & Maintenance	250		250	415		415	166%
Energy	2,250		2,250	259		259	12%
Rates & Water	9,200		9,200	4,522		4,522	49%
Supplies and Services	44,500	2,060	42,440	11,682	536	11,146	26%
Misc. lettings		2,700	(2,700)		2,685	(2,685)	99%
Friday Tolls		51,000	(51,000)		16,292	(16,292)	32%
Saturday Tolls		51,500	(51,500)		19,951	(19,951)	39%
Farmers' Market Tolls		7,500	(7,500)		2,851	(2,851)	38%
Tuesday Tolls		23,000	(23,000)		7,655	(7,655)	33%
	<b>104,824</b>	<b>137,772</b>	<b>(32,948)</b>	<b>33,390</b>	<b>49,985</b>	<b>(16,595)</b>	<b>50%</b>
<b>5 CIVIC</b>							
Employee costs	34,933		34,933	11,352		11,352	32%
Central administration	21,219	17	21,202	7,916	21	7,895	37%
Mayor's allowance	4,700		4,700	1,199		1,199	26%
Sheriff's allowance	2,800		2,800	1,920		1,920	69%
Insignia / uniforms / portrait / board	3,000		3,000	0		0	0%
Events / Hospitality	2,500		2,500	612		612	24%
Mayor's Banquet	2,480	2,180	300	2,663	2,281	382	127%
Sheriff's Ride lunch	1,800	1,000	800	0	15	(15)	-2%
Sheriff's Ride course/registration fees	5,700	850	4,850	246	277	(31)	-1%
	<b>79,132</b>	<b>4,047</b>	<b>75,085</b>	<b>25,908</b>	<b>2,594</b>	<b>23,314</b>	<b>31%</b>
<b>6 GRANT AID / PARTNERSHIPS / YOUTH</b>							
Employee costs	14,214		14,214	4,619		4,619	32%
Central administration	9,226	8	9,218	3,442	9	3,432	37%
General grants	30,000		30,000	28,590		28,590	95%
Grants for open churchyards	6,510		6,510	6,510		6,510	100%
Play scheme grant to LDC	2,850		2,850	2,850		2,850	100%
NLI Scheme funding	14,000		14,000	0		0	0%
City Centre improvement scheme	20,000		20,000	0		0	0%
Community Transport funding to LDC	1,000		1,000	0		0	0%
YCG	5,000	0	5,000	2,173	155	2,018	40%
	<b>102,799</b>	<b>8</b>	<b>102,792</b>	<b>48,184</b>	<b>164</b>	<b>48,020</b>	<b>47%</b>

	2010/11 Budget			Actual to 31 July 2010			% of Budgeted Net Expenditure
	Expend.	Income	Net Expend.	Expend.	Income	Net Expend.	
<b>7 ARTS / TOURISM / TWINNING</b>							
Employee costs	20,868		20,868	6,781		6,781	32%
Central administration	10,148	8	10,140	3,786	10	3,776	37%
Arts / Culture / Tourism	5,000		5,000	756		756	15%
Twinning	1,500	300	1,200	200	0	200	17%
Christmas lights	22,600	350	22,250	228	0	228	1%
	<b>60,116</b>	<b>658</b>	<b>59,458</b>	<b>11,751</b>	<b>10</b>	<b>11,741</b>	<b>20%</b>
<b>8 JOHNSON BIRTHPLACE (LCC)</b>							
Employee costs	49,774		49,774	16,175		16,175	32%
Central administration	14,761	12	14,749	5,507	15	5,492	37%
Repair & Maintenance	3,100		3,100	2,001		2,001	65%
Energy	3,000		3,000	1,243		1,243	41%
Rates & Water	1,070		1,070	363		363	34%
Supplies & services	5,500	1,000	4,500	1,896	0	1,896	42%
Telephone	560		560	152		152	27%
Promotion	3,000		3,000	1,362		1,362	45%
Stock for sale/Sales income	3,000	7,500	(4,500)	641	2,522	(1,880)	42%
Contribution from Birthplace Trust	0	3,000	(3,000)	0	1,647	(1,647)	55%
	<b>83,765</b>	<b>11,512</b>	<b>72,253</b>	<b>29,339</b>	<b>4,183</b>	<b>25,156</b>	<b>35%</b>
<b>9 COMMITTEE SERVICES / QPC STATUS</b>							
Employee costs	42,779		42,779	13,901		13,901	32%
Central administration	42,438	35	42,404	15,832	43	15,789	37%
Election costs	0		0	0		0	-
Newsletter & QPC publicity	5,600		5,600	2,200		2,200	39%
Members' Travel / subsistence	450		450	58		58	13%
	<b>91,267</b>	<b>35</b>	<b>91,233</b>	<b>31,992</b>	<b>43</b>	<b>31,949</b>	<b>35%</b>
<b>10 CENTRAL ADMINISTRATION</b>							
Employee costs	63,675		63,675	20,692		20,692	32%
Professional Fees	17,020		17,020	0		0	0%
Offices Rates/Water/Services	18,500		18,500	6,836		6,836	37%
Office rent	31,000		31,000	14,948		14,948	48%
Supplies/Office equipment	19,500		19,500	4,321		4,321	22%
Tel/Postage	5,700		5,700	1,140		1,140	20%
Advertising	2,570		2,570	352		352	14%
Subscriptions / Courses / Training	4,950		4,950	2,862		2,862	58%
Insurance	19,000		19,000	17,685		17,685	93%
Audit fee	2,600		2,600	0		0	0%
Receipts for Office Services		150	(150)		186	(186)	124%
<b>Sub Total</b>	<b>184,515</b>	<b>150</b>	<b>184,365</b>	<b>68,835</b>	<b>186</b>	<b>68,648</b>	<b>37%</b>
Recharge to Service Heads	(184,515)	(150)	(184,365)	(68,835)	(186)	(68,648)	37%
<b>11 EMPLOYEE COSTS</b>							
Employee costs	376,000		376,000	122,185		122,185	32%
Recharge to Service Heads	(376,000)		(376,000)	(122,185)		(122,185)	32%
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>

	2010/11 Budget			Actual to 31 July 2010			% of Budgeted Net Expenditure
	Expend.	Income	Net Expend.	Expend.	Income	Net Expend.	
<b>12 INVESTMENTS</b>	0	2,000	(2,000)	0	1,688	(1,688)	84%
<b>13 LOAN CHARGES</b>	0	0	0	0	0	0	-
<b>14 HIGHWAY VERGES AGENCY</b>							
Employee costs	1,905		1,905	619		619	32%
Central administration	1,845	2	1,844	688	2	686	37%
SCC Verges payments/receipts	5,050	21,000	(15,950)	0	0	0	0%
	<b>8,801</b>	<b>21,002</b>	<b>(12,201)</b>	<b>1,308</b>	<b>2</b>	<b>1,306</b>	<b>-11%</b>
<b>14 CAPITAL PROJECTS / RENEWALS</b>							
Employee costs	18,739		18,739	6,090		6,090	32%
Central administration	16,606	14	16,593	6,195	17	6,178	37%
Birthplace	2,000		2,000	1,424		1,424	71%
Cruck House	0		0	0		0	-
Guildhall	126,680		126,680	89,938		89,938	71%
Clock Tower	0		0	0		0	-
New street furniture	0		0	0		0	-
Market Sq Traders' Toilets	0		0	0		0	-
Darwin Hall cost /S106 Grant income	130,000	110,000	20,000	113,169	111,710	1,459	7%
HLF Scheme - Capital Costs	150,140	0	150,140	10,572	43,976	(33,404)	-22%
HLF Scheme - Revenue Costs	2,000		2,000	2,486		2,486	124%
Play equipment / landscape schemes	15,000		15,000	760		(2,240)	-15%
	<b>461,166</b>	<b>110,014</b>	<b>351,152</b>	<b>230,634</b>	<b>158,703</b>	<b>71,932</b>	<b>20%</b>

#### JOHNSON BIRTHPLACE CHARITABLE TRUST

##### **Opening Balances (1 April)**

Blum Book Fund (protected fund)		6,157		6,157	100%
Charitable Trust General Fund		0		0	-
<b>Total Opening Balance (1 April)</b>		<b>6,157</b>		<b>6,157</b>	<b>100%</b>

Bought/Sales from Blum Fund	0	0	0	16	0	16	-
Funding to LCC	3,000	0	3,000	1,647	0	1,647	55%
Grant Aid to Trust		0	0		0	0	-
Donations to Trust		2,000	(2,000)		1,124	(1,124)	56%
Admissions income to Trust		1,000	(1,000)		523	(523)	52%
	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>1,663</b>	<b>1,647</b>	<b>16</b>	<b>-</b>

##### **Closing Balances (31 March)**

Blum Book Fund (protected fund)		6,157		6,141	100%
Charitable Trust General Fund		0		0	-
<b>Total Closing Balance (31 March)</b>		<b>6,157</b>		<b>6,141</b>	<b>100%</b>

**For Council: 13 September 2010 APPENDIX 6**

**LICHFIELD CITY COUNCIL**  
**General Account Payment Schedule**

From: 1-Jul-10  
To: 31-Jul-10

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
13/07/2010	Autopay	Salaries & Wages	Salaries & Wages	21,022.65	0.00	21,022.65
15/07/2010	16390	AKW Plumbing & Heating Services	Guildhall - Plumbing Repairs	60.00	0.00	60.00
15/07/2010	16391	Sign Technology Limited	Boley/Jack & Jill's Playgroup - Signs	130.00	22.75	152.75
15/07/2010	16392	Rapid Racking Limited	Guildhall - Racking	173.80	30.42	204.22
15/07/2010	16393	Smith of Derby Limited	Clock Tower - Clock Repairs	150.00	26.25	176.25
15/07/2010	16394	Dorwingear Ltd	Wade St. - Door Inspection	58.63	10.26	68.89
15/07/2010	16395	Virgin Media Payments Ltd	Wade Street - Telephones June 2010	95.20	16.66	111.86
15/07/2010	16396	Maximity	Computer Training Courses	600.00	0.00	600.00
15/07/2010	16397	Greenham	Guildhall/Darwin/Market - Supplies	51.39	8.99	60.38
15/07/2010	16398	Lichfield District Council	Market Square - Annual Premises Licence	180.00	0.00	180.00
15/07/2010	16399	Blythe Brewery	Birthplace - Johnson Beers	130.45	22.82	153.27
15/07/2010	16400	Greswolde Construction Ltd	Darwin Hall - Construction (VAT Only)	0.00	1,750.00	1,750.00
15/07/2010	16401	The Erskine Press	Birthplace - Books for Resale	47.95	0.00	47.95
15/07/2010	16402	Historyonics	Birthplace - Preservation Equipment	42.96	7.52	50.48
26/07/2010	16403	South Staffordshire Water Plc	Friary - Water Charges to July 2010	7.90	0.00	7.90
26/07/2010	16404	JME Glass	Guildhall - Glass Recycling Bins	48.00	8.40	56.40
26/07/2010	16405	Sign Technology Ltd	Guildhall - Lift Signs	357.00	62.48	419.48
26/07/2010	16406	Solnet Systems Limited	Internet Web Site 1/8 - 31/10/2010	350.00	61.25	411.25
26/07/2010	16407	Banner Business Supplies Limited	Stationery	46.72	8.17	54.89
26/07/2010	16408	Forward Cleaning Contractors Ltd	Wade Street - Window Cleaning	14.00	2.45	16.45
26/07/2010	16409	Café' Ceramica Ltd	Darwin Hall - Glazing Tiles	172.00	30.10	202.10
26/07/2010	16410	Colin Shakespeare	Birthplace - Proceeds of Booksales	212.67	0.00	212.67
26/07/2010	16411	A & J M Carroll	Birthplace - Proceeds of Booksales	31.40	0.00	31.40
26/07/2010	16412	Lichfield District Council	Guildhall - Eurobin Hire	242.00	42.35	284.35
26/07/2010	16412	Lichfield District Council	Grounds Maintenance - Apr - Jun 2010	20,665.05	3,616.38	24,281.43
26/07/2010	16412	Lichfield District Council	Grounds Maintenance - July 2010	6,888.35	1,205.46	8,093.81
26/07/2010	Bank Dr	NatWest	Autopay Fee	4.00	0.00	4.00
31/07/2010	16413	Abbachem Ltd	Guildhall - Supplies	291.30	50.98	342.28
31/07/2010	16414	Lichfield District Council	Contribution to Summer Playscheme	2,850.00	0.00	2,850.00
31/07/2010	16415	Cancelled				
31/07/2010	16416	ESPO	Darwin Hall - Mats	313.00	54.78	367.78
31/07/2010	16417	Wilkinson Hardware Stores Limited	Guildhall - Supplies	49.10	8.59	57.69
31/07/2010	16417	Wilkinson Hardware Stores Limited	Darwin Hall - Supplies	38.44	6.73	45.17
31/07/2010	16418	LDAA	Court of Arroye - P A Hire	100.00	17.50	117.50
31/07/2010	16418	LDAA	Guildhall - Bar Receipts to LDAA	842.50	147.44	989.94
31/07/2010	16419	British Gas Business	Birthplace - Gas to 01/07/2010	324.13	16.20	340.33
31/07/2010	16420	Staffordshire Pension Fund	Superannuation - July 2010	4,603.35	0.00	4,603.35
31/07/2010	16421	Cancelled				
31/07/2010	16422	All-Fit	Market - Stall Erection - July 2010	2,169.67	379.69	2,549.36
31/07/2010	16423	HM Revenue & Customs Only	PAYE & ERNI - July 2010	6,969.44	0.00	6,969.44
				<b>70,333.05</b>	<b>7,614.62</b>	<b>77,947.67</b>

**LICHFIELD CITY COUNCIL**  
**Imprest Account Payment Schedule**

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
05/07/2010	4170	P Young	Darwin Hall - Door Stops & Hose Reel	70.94	12.42	83.36
05/07/2010	4171	Argos Ltd	Guildhall - Henry Vacuum Cleaner	85.10	14.89	99.99
06/07/2010	4172	Cash	Petty Cash 5350 - 5358	170.39	23.23	193.62
13/07/2010	4173	Cash	Petty Cash 5359 - 5365	141.30	22.84	164.14
15/07/2010	4174	The Land Registry	Land Register Copies	176.00	0.00	176.00
19/07/2010	4175	RBL Poppy Appeal	From Mayor's & Sheriff's Allowances	50.00	0.00	50.00
06/04/2010	4139	J Durrant	Cancelled	(19.41)	0.00	(19.41)
20/07/2010	4176	J Durrant	Guildhall - Casual Labour	19.41	0.00	19.41
21/07/2010	4177	The Johnson Society	From Mayor's & Sheriff's Allowances	140.00	0.00	140.00
21/07/2010	4178	Lichfield Museum Bowling Club	From Mayor's Allowance	56.44	0.00	56.44
22/07/2010	4179	Cash	Petty Cash 5367 - 5373	152.96	6.44	159.40
23/07/2010	4180	Mrs I Fernyhough	Darwin Hall - Cleaning	150.00	0.00	150.00
29/07/2010	4181	J Higgs	Darwin Hall - Casual Cleaner	15.75	0.00	15.75
				<b>1,208.88</b>	<b>79.82</b>	<b>1,288.70</b>

**LICHFIELD CITY COUNCIL**  
**General Account Payment Schedule**

From: 1-Aug-10  
 To: 31-Aug-10

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
13/05/2010	16257	Christchurch PCC	Cancelled	(2,170.00)	0.00	(2,170.00)
11/08/2010	16424	Christchurch PCC	Grant (Per Council Minute 93)	2,170.00	0.00	2,170.00
11/08/2010	16425	Ricoh UK Ltd (NRG Group)	Photocopier	817.47	143.06	960.53
11/08/2010	16426	Virgin Media Payments Ltd	Wade Street - Telephones July 2010	88.88	15.55	104.43
11/08/2010	16427	Lichfield Lock & Key Repairs Ltd	Guildhall - Lock Repairs	106.88	18.71	125.59
11/08/2010	16428	SW Tree Surgery	Remembrance Gardens - Tree Surgery	295.00	51.63	346.63
11/08/2010	16429	Audit Commission	Audit Fee 2009/2010	2,500.00	437.50	2,937.50
11/08/2010	16430	National Association of Local Councils	Larger Council Conference Fee	180.00	31.50	211.50
11/08/2010	16431	Jones Waste Services Limited	Markets - Skip Emptying July 2010	731.80	128.08	859.88
11/08/2010	16432	Lichfield Greenhill Bower	Grant (Per Council Minute 93)	300.00	0.00	300.00
11/08/2010	16433	Destination UK Ltd	Markets - Advertising	150.00	26.25	176.25
11/08/2010	16434	Lycos Direct Limited	Guildhall - Light bulbs	7.56	1.32	8.88
11/08/2010	16435	Millennium Bearings & Transmissions Ltd	Markets - Power Washer	90.00	15.75	105.75
11/08/2010	16436	Chubb Electronic Security Ltd	Birthplace - Alarm Callout	153.60	26.88	180.48
11/08/2010	16437	South Staffs Water Plc	Birthplace - Water Charges to July 2010	46.79	0.00	46.79
11/08/2010	16437	South Staffs Water Plc	Market Square - Water Charges to July 2010	113.61	0.00	113.61
13/08/2010	Autopay	Salaries & Wages	Salaries & Wages	19,887.29	0.00	19,887.29
16/08/2010	16438	The Darwin Hall Community Association	Darwin Hall - Bookings Income	2,000.00	0.00	2,000.00
23/08/2010	16439	Lightbulbs Direct Ltd	Guildhall - Lightbulbs	51.96	9.09	61.05
23/08/2010	16440	Nisbets	Darwin Hall - Mobile Trolley	69.99	12.24	82.23
23/08/2010	16441	Raphael Design Ltd	Guildhall - Promotion Leaflets	304.50	0.00	304.50
23/08/2010	16442	Zurich Insurance Company	Sheriff's Ride - Equipment Insurance	147.00	0.00	147.00
23/08/2010	16443	Northern Platforms Ltd	Guildhall - Skywinder Service	125.00	21.88	146.88
23/08/2010	16444	ESPO	Darwin Hall - Notice Boards	334.00	58.46	392.46
23/08/2010	16445	Sage (UK) Limited	Sagecover - Accounts Software Support	1,035.00	181.13	1,216.13
23/08/2010	16446	JME Glass	Guildhall - Glass Recycling Bins	36.00	6.30	42.30
23/08/2010	16447	Banner Business Supplies Limited	Stationery	50.61	8.85	59.46
23/08/2010	16448	Forward Cleaning Contractors Ltd	Wade Street - Window Cleaning	24.00	4.20	28.20
23/08/2010	16449	Ansabac Ltd	Birthplace - CCTV Repairs	1,200.00	210.00	1,410.00
23/08/2010	16450	Colin Shakespeare	Birthplace - Proceeds of Booksales	212.67	0.00	212.67
23/08/2010	16451	A & J M Carroll	Birthplace - Proceeds of Booksales	31.00	0.00	31.00
23/08/2010	16452	Friends of Samuel Johnson Museum	Birthplace - Proceeds of Booksales	7.50	0.00	7.50
23/08/2010	16453	Npower Ltd	Market - Electricity	79.02	3.95	82.97
23/08/2010	16453	Npower Ltd	Market - Electricity	119.50	5.98	125.48
23/08/2010	16453	Npower Ltd	Clock Tower - Electricity	44.54	2.23	46.77
23/08/2010	16453	Npower Ltd	Birthplace - Electricity	213.68	10.68	224.36
23/08/2010	16453	Npower Ltd	Birthplace - Electricity	123.86	6.20	130.06
23/08/2010	16453	Npower Ltd	Friary Fountain - Electricity	7.47	1.31	8.78
23/08/2010	16454	Lichfield District Council	Grounds Maintenance - August 2010	6,888.35	1,205.46	8,093.81
25/08/2010	Bank Dr	NatWest	Autopay Fee	4.00	0.00	4.00
26/08/2010	16455	DC Golf Ltd	Sheriff's Ride - Lunches	990.45	0.00	990.45
26/08/2010	16456	Cannock Chase Trekking Centre	From Sheriff's Allowance	1,000.00	0.00	1,000.00
31/08/2010	16457	Curborough (Lichfield) Community Assoc.	Cruck House - Water Charges	55.73	0.00	55.73
31/08/2010	16458	ESPO	Stationery	21.16	3.71	24.87
31/08/2010	16459	Lichfield District Council	Contribution to "Whats on Autumn/Winter"	500.00	87.50	587.50
31/08/2010	16460	All-Fit	Market - Stall Erection - August 2010	1,785.56	312.47	2,098.03
31/08/2010	16461	Postage By Phone	Franking Machine	506.00	1.05	507.05

Cont'd

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
31/08/2010	16462	Wilkinson Hardware Stores Limited	Guildhall - Supplies	44.50	7.79	52.29
31/08/2010	16463	Lycy Direct Limited	Guildhall - Light bulbs	52.35	9.16	61.51
31/08/2010	16464	Pitbitz Limited	Steel Framed Gazebo	178.72	31.28	210.00
31/08/2010	16465	Atlantic Multimedia	Guildhall - Advertising	255.32	44.68	300.00
31/08/2010	16466	MT Services Computer Systems Ltd	Wade Street - Computer Support	418.18	292.73	710.91
31/08/2010	16466	MT Services Computer Systems Ltd	Birthplace - Computer Support	156.82	109.77	266.59
31/08/2010	16466	MT Services Computer Systems Ltd	Guildhall - Computer Support	37.50	26.25	63.75
31/08/2010	16467	Lichfield District Council	Birthplace - Premises Licence	180.00	0.00	180.00
31/08/2010	16468	Burntwood Signs Ltd	Birthplace - Magnets for Resale	81.00	14.18	95.18
31/08/2010	16469	Staffordshire Pension Fund	Superannuation - August 2010	4,586.41	0.00	4,586.41
31/08/2010	16470	HM Revenue & Customs Only	PAYE & ERNI - August 2010	6,538.45	0.00	6,538.45
				<b>55,966.68</b>	<b>3,584.76</b>	<b>59,551.44</b>

**LICHFIELD CITY COUNCIL**  
**Imprest Account Payment Schedule**

From: 1-Aug-10  
To: 31-Aug-10

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>Details</u>	<u>Nett</u>	<u>VAT</u>	<u>Gross</u>
16/08/2010	4182	The Poppy Appeal	From Mayor's Allowance	20.00	0.00	20.00
17/08/2010	4183	Cash	Petty Cash 5374 - 5389	153.54	19.54	173.08
26/08/2010	4184	City Plumbing Supplies	Toilet Block - Guttering Parts	23.30	4.08	27.38
31/08/2010	4185	New Dawn	Twinning Fund Grant	200.00	0.00	200.00
31/08/2010	4186	David E Brown	Twinning Fund Grant	200.00	0.00	200.00
				<b>596.84</b>	<b>23.62</b>	<b>620.46</b>